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Stark County Law Library Association

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BEGINNERS

Spreadsheets 104—Scenarios

**The email address,
info@starklaw
library.org really
works! TRY IT!!**

An impressive method of illustrating your client's options is to use scenarios. They weren't covered in the Baycon Tutorial we have been using, but they aren't hard. We will be using the same information that we worked with last month, John Doe's Cashflow Analysis.

Our first step will be to create a scenario of the original spreadsheet so we can return to it after using any other scenario. Click on Tools> Scenarios to bring up the Scenario Manager. Click on "Add" and type "Original Spreadsheet" under Scenario Name. Delete anything that is in the box under "Changing Cells" then click your mouse in cell B3 and drag to cell C6, hold down the Control key at the bottom left corner of your keyboard, then click on cell B9 and drag to cell C10. Repeat for Cells B13 to D14.

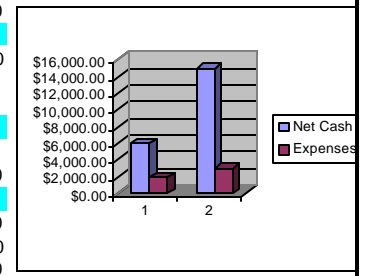
Notice that we have highlighted only data cells. Adding a calculating cell to a scenario will cause the value in that cell to become permanent instead

of fluid. The "Changing Cell" box should now contain the following: B3:C6,B9:C10,B13:C14. Click on "OK" and again "OK" because we want the original values to remain in this scenario.

To create a scenario in which the husband and wife share their investments equally, you would click on "Add" once again and give this scenario a descriptive name such as "Equal Investments." Delete anything in the changing cells box, and drag over the Investment cells, cells B4 and C4. Click on "OK", but this time stop at the Scenario Values dialog box and change both values to \$5000 then click on "OK."

Now you can see how they work! Click on "Show" and the Investment row will display your changes. Click on "Original Spreadsheet" so they will revert.

	A	B	C	D	E	F
1	Cashflow Analysis - John Doe					
2	Income	Husband	Wife	Status	Husband	Wife
3	Wages	\$2,000.00	\$5,000.00	Filing Status	Single	HH
4	Investments	\$3,000.00	\$7,000.00	Exemptions	1	2
5	Self Employment	\$0.00	\$0.00	# of Children	0	1
6	Tax Exempt	\$3,000.00	\$0.00	Overnights	280	85
7	Total	\$6,000.00	\$14,490.00			
8	Transfers Out					
9	Maintenance	\$1,500.00	\$3,000.00			
10	Child Support	\$490.00	\$0.00			
11	Total Tax					
12	Transfers In					
13	Maintenance	\$0.00	\$0.00			
14	Child Support	\$0.00	\$490.00			
15	Analysis					
16	Net Cash	\$6,000.00	\$14,980.00			
17	Expenses	\$1,990.00	\$3,000.00			
18	+/- (Single quotati	\$4,010.00	\$11,980.00			



BEGINNER

Scenarios (Continued)

Finally it is time to try one on your own. Create a scenario that will show a difference in the couple's child support.

**BE VERY CAREFUL NOT TO
INCLUDE A CALCULATING CELL
IN YOUR SCENARIO!**

Calculating cells include all the cells in rows 7, 11, 16, 17, & 18. Including a calculating cell in a scenario will cause the content of the cell to become permanent.

INTERMEDIATE

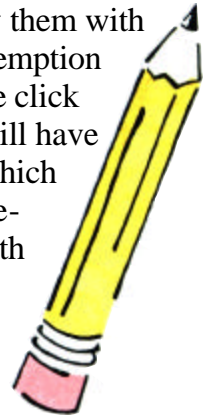
Redacting Tools

Common methods for redacting electronic documents created in Word or WordPerfect, including deleting words or changing the color of the text to white, do not completely erase the data. When lawyers file redacted documents electronically, the text can easily be recovered.

Failure to redact documents properly is not just a first-year associate's standard-issue nightmare. It's a potential crime and a malpractice mess, and it's coming soon to a courtroom near you... It used to be that to redact a document, you took a black magic marker or sticky white tape and, voilà, problem solved. Today, however, redaction is a critical feature of document management, especially given heightened national security and personal privacy concerns post-Sept. 11.¹

Because more and more government agencies and courts have adopted PDF as their standard electronic format you may want to consider the purchase of Redax 3.0 for \$349 from Appligent Inc. <[http://](http://www.appligent.com/newpages/redaxpage.html)

www.appligent.com/newpages/redaxpage.html>. Redax will search the document tag for the words specified and overlay them with the corresponding exemption codes. With one more click of your mouse you will have a new document in which the redacted text is deleted and replaced with the exemption codes. Save the new, redacted document and it is ready for public viewing!



Most of the knowledge and case file management programs, including Summation Blaze <<http://www.summation.com/products/blazelg.htm#table>> and VeFOIA Suite, <http://www.vredenburg.com/documents/VEFOIA%20Product%20Suite%20Release%20-%20Final_.pdf> will also redact documents, but they are much more costly and contain a lot of “whistles and bells” that you may not need.

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Electronic Discovery

In today's automated society very few documents are hand-written or typed and do not exist in paper format. "Most professionals rely upon personal computers to maintain journals and to create their written communications... The result: more documentary evidence exists today than ever before, yet it only exists in electronically stored formats, and is read on a computer screen. And those involved in litigation need a way to deal with it!" ²

Traditional 'paper' documents have been sought in the legal discovery process for hundreds of years. Yet an attorney fifty years ago - or five years ago, for that matter - would have been perplexed as to how to introduce the emails around Merrill Lynch into evidence. ³

Some still are perplexed! If this includes you, some very good background information can be found at:

- Electronic Discovery Resource Page <<http://www.mylawtips.com/electronicdiscovery.htm>>, which covers electronic discovery, electronic evidence, and computer forensics
- The Harvard Law School has a page <<http://cyber.law.harvard.edu/digitaldiscovery/library.html>> of very good links to further reading including a history, case studies, etc.
- In their e-discovery special feature, Law.com <http://www.law.com/special/supplement/e_discovery/> looks at the emergence of e-discovery as a

mainstream litigation tool and examines the unique issues that arise when gathering electronic evidence.

There are two ways to deal with electronic discovery. Outsource it to a company that specializes in electronic "mining" or learn one of the software programs available to tame the documents and make them searchable by keyword or author, etc. Unless you have an IT person in your firm, the former option may be the way to go since the learning curve on some of the software solutions can be pretty high! And the size of the digital collections can be paralyzing. "It is not unheard of anymore, for a law firm to be faced with 10, 20 or more gigabytes of electronic data in a single litigation." ⁴

A few of the software products available are:

- Version 2 of the Summation Blaze LG family <<http://www.summation.com/products/blaze2lg.htm#table>>
- LexisNexis Litigation Support by DolphinSearch <<http://www.llrx.com/features/dolphinsearch.htm>>
- Discovery Cracker <<http://www.discoverycracker.com/>>
- Prevail <<http://www.fiosinc.com/review.html>>,
- EnCase from Guidance Software Inc. <<http://www.guidancesoftware.com/>>
- Kroll sells its FacTracker™ software for the do-it-yourselfers and

Special points of interest:

- Because most professionals rely upon computers, those involved in litigation need a way to deal with electronic discovery.
- Three sources of background information are available for you to get up to speed on the topic.
- There are two ways to deal with electronic discovery. Outsource it or learn one of the software programs available to tame the documents

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Electronic Discovery (Continued)

has a very good library at <<http://www.krollontrack.com/LawLibrary/>>

If your firm decides to outsource, it has many options. Below you will find a few of the more popular companies that specialize in electronic discovery.

- Computer Forensics <<http://www.surveil.com/forensic.htm>>
- Electronic Evidence Discovery
- Fast Track Litigation Support <<http://www.eedinc.com/>>
- Kroll Ontrack <<http://www.krollontrack.com/special/googleEES.asp>>

The key to electronic discovery tools is speedier and easier access to information from sources that extend

well beyond e-mail, including electronic ledger books, customer databases, disks of legacy data, and cell-phone records.



FOOTNOTES

- ¹ Kaplan, Al. "A New Generation of Redacting Tools." Law.com. 14 Nov. 2002. NLP IP Company. 5 Dec 2002. <<http://www.law.com/jsp/article.jsp?id=1036630382605>>.
- ^{2&3} Sanerlla, Chris. "Working with Electronic Evidence with Summation." LLRX.com. 16 Sept 2002. Law Library Resource Xchange, LLC. 3 Dec. 2002. <<http://www.llrx.com/features/summation.htm>>.
- ⁴ Osinoff, Greg. "LexisNexis Litigation Support by DolphinSearch." LLRX.com. 15 Oct 2002. Law Library Resource Xchange, LLC. 3 Dec. 2002. <<http://www.llrx.com/features/dolphinsearch.htm>>.